

The Counterparty Guide to Using Sirion, Servier's Contract Lifecycle Management (CLM) Platform

User Guide



User Guide — Counterparties

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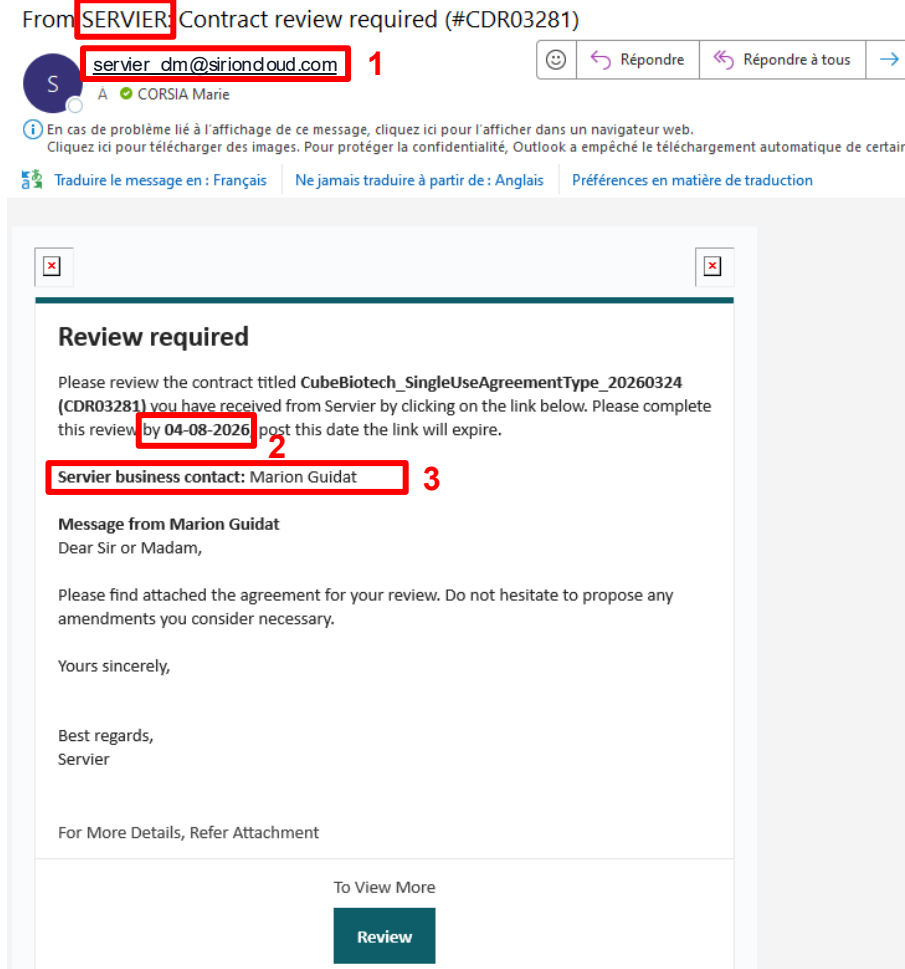
Step 1: Receiving the Notification

You will receive an automated email from servier_clm@sirioncloud.com when a contract requires your review. The subject line will include "Servier", the required action, and the contract number.

The email will include:

1. A **standard notice** informing you that a contract requires your review
2. The **deadline** to complete the contract review
3. The **name of your primary point of contact** at Servier for this agreement

Note: If you do not see the email in your inbox, please check your spam or junk folder. If you still cannot find it, please contact your Servier business contact responsible for the contract.



Step 2: Accessing the CLM portal

Click on the “Review” button (highlighted with a red box in the screenshot to the right).

You will be redirected to the contract review page. You won't need an account to access to the interface.

Note: The access webpage link is valid for 2 weeks: the deadline date is indicated in the email. If expired, please contact your Servier business contact to get a new link. You will receive an email with the new link.

From SERVIER: Contract review required (#CDR03281)



servier_clm@sirioncloud.com

A CORSIA Marie



Répondre

Répondre à tous



En cas de problème lié à l'affichage de ce message, cliquez ici pour l'afficher dans un navigateur web.

Cliquez ici pour télécharger des images. Pour protéger la confidentialité, Outlook a empêché le téléchargement automatique de cer



Traduire le message en : Français

Ne jamais traduire à partir de : Anglais

Préférences en matière de traduction

Review required

Please review the contract titled **CubeBiotech_SingleUseAgreementType_20260324 (CDR03281)** you have received from Servier by clicking on the link below. Please complete this review by **04-08-2026**, post this date the link will expire.

Servier business contact: Marion Guidat

Message from Marion Guidat

Dear Sir or Madam,

Please find attached the agreement for your review. Do not hesitate to propose any amendments you consider necessary.

Yours sincerely,

Best regards,
Servier

For More Details, Refer Attachment

To View More

Review

Step 3: Reviewing the Contract

On the contract review page, you can manage the document as follows:

- Click on « download » to download the contract in Microsoft Word format (highlighted with a red box in the screenshot to the right).
- Review and make any necessary edits to the document on your computer, as per usual.

Note: You can share the contract access link with colleagues at your organization as well as external legal counsel. Should multiple people work on the contract and make modifications, it is important to consolidate them into a single final document. Only one version can be shared back with Servier.



Document Awaiting Your Review

Please review the document shared by  Marion Guidat on 24th March 2026
This link will expire on 8th April 2026

English (English)



CDR03281
CubeBiotech_SingleUseAgreementType_20260324

Supplier
Cube Biotech Inc

Agreement Type
Single use agreement



How to complete your review!

1. **Download** to read a document.
2. If you wish to change a document, use the **Upload** option or **Drag & Drop** on the existing document thumbnail.
3. Add any message in the comment field.
4. To complete your review click **Send for Revision** or **Accept Contract**

Send for Revision

Accept Contract

Contract Documents



CubeBiotech_Single...
Download Upload



Add New File
Browse or Drag & Drop file here to upload any additional document

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Step 4A: Accepting The Contract

If no changes are required:

Click **“Accept Contract”** to validate the contract

Then, click **“Yes, accept contract”**

SERVIER Document Awaiting Your Review
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This link will expire on 8th April 2026

English (English)

CDR03281
CubeBiotech_SingleUseAgreementType_20260324

Supplier
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Contract Documents

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4. To complete your review click Send for Revision or Accept Contract

Send for Revision **Accept Contract**

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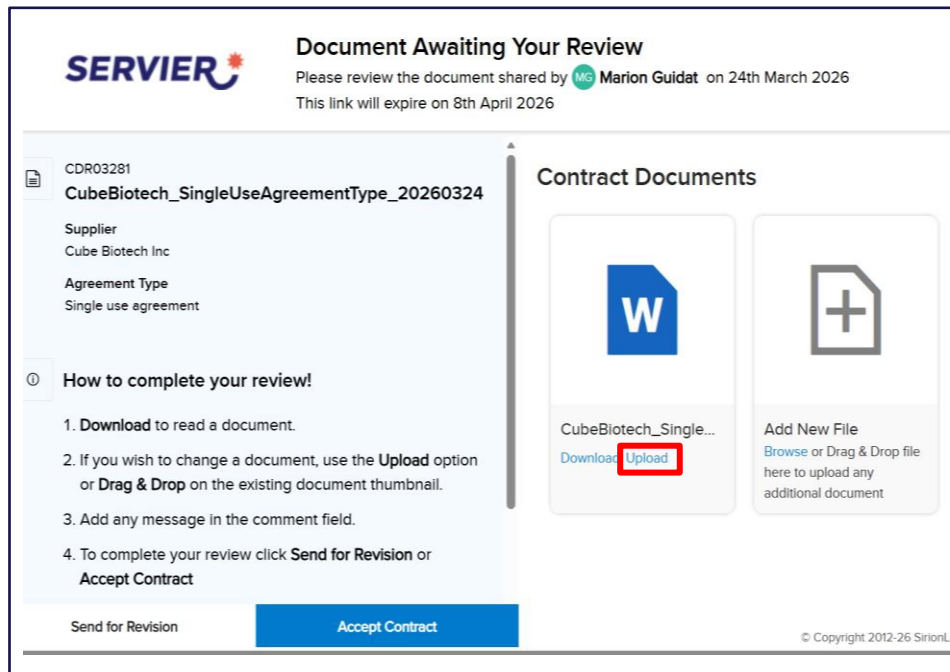
Send for Revision **Accept Contract**

Are you sure you want to complete review?
Once you have completed the review, you won't be able to perform this action again.

No **Yes, Accept Contract**

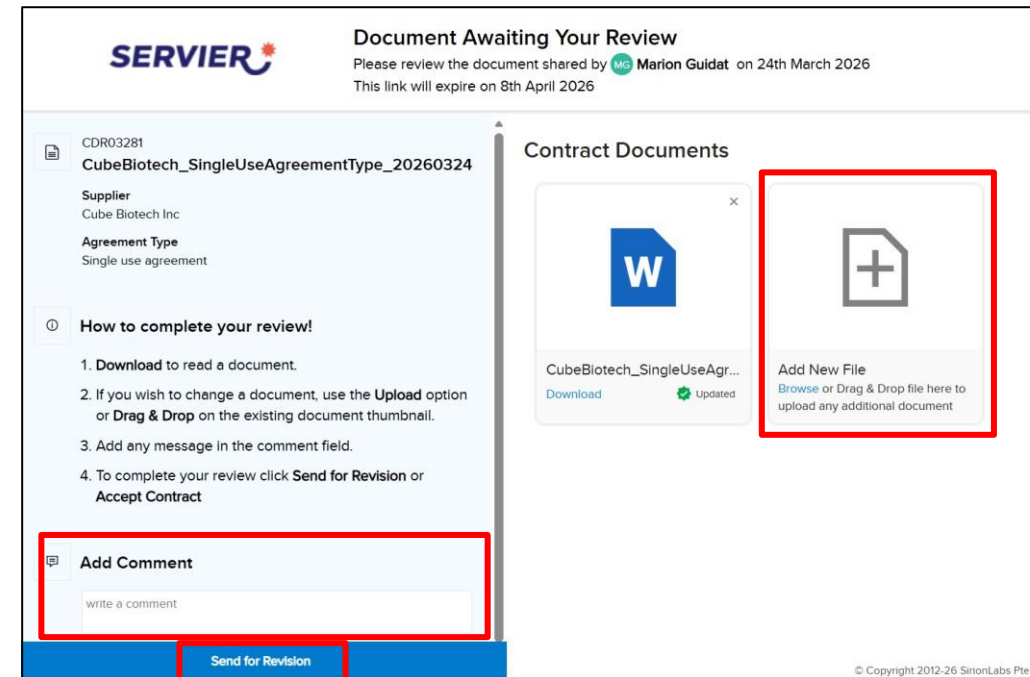
Step 4B: Requesting Changes

If changes are required:
Click on “Upload”



As needed, upload or drag and drop any supporting documentation on “Add New File”
Add a comment explaining why you want to modify the contract

Click “Send for Revision”



Step 4B cont'd: Requesting Changes

Then, click “Yes, send for revision”



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 CDR03281
CubeBiotech_SingleUseAgreementType_20260324

Supplier
Cube Biotech Inc

Agreement Type
Single use agreement

How to complete your review!

1. **Download** to read a document.
2. If you wish to change a document, use the **Upload** option or **Drag & Drop** on the existing document thumbnail.
3. Add any message in the comment field.
4. To complete your review click **Send for Revision** or **Accept Contract**.

 Add Comment

Modification for the confidentiality clause

Contract Documents


CubeBiotech_SingleUseAgreementType_2026...
Download


Add New File
Upload or Drag & Drop file here to upload your document

Are you sure you want to complete review?

Once you have completed the review, you won't be able to perform this action again.

No

Yes, Send for Revision

Send for Revision

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Step 5: Confirming your response has been submitted

A confirmation message will appear, confirming your response has been submitted

Note: All changes made to the contract are visible to both parties. Any modifications you make after receiving the document are displayed in a different color allowing the Servier team to easily identify and review them.



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Cube Biotech Inc

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2. If you wish to change a document, use the **Upload** option or **Drag & Drop** on the existing document thumbnail.
3. Add any message in the comment field.
4. To complete your review click **Send for Revision** or **Accept Contract**

Add Comment

Modifications for the confidentiality clause



CubeBiotech_SingleUseAgr...
Download 



Upload New File
Browse or Drag & Drop file here
upload only additional documents

 **Thanks!**
Your response has been submitted to  Marion Guidat

Send for Revision

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Step 6: Signing the contract

Servier uses DocuSign, an electronic signature system.

The ready-to-sign version will be sent through DocuSign (not Sirion).

You will receive a notification email each time the signing process moves forward.

Once the contract is fully signed, you will receive an email with the final version of the contract in PDF format, signed by all parties, as well as the signature certificate as attachments.

It is your responsibility to download the executed version and the certificate of signature completion for your own records.

Support

If you have any questions regarding the use of the CLM platform, please contact your business contact at Servier

FAQ

Questions	Answers
1. Accessing the platform	
How do I log in?	If you are part of a negotiation, you will receive an automated email from servier_clm@sirioncloud.com . Click the link in that email to access the Sirion CLM web portal. You do not require any login credential to access this portal.
I didn't receive the email.	Check your spam/junk folder first. If it is still missing, please contact your Servier Business Contact responsible for the contract by email.
2. Managing Access & Collaboration	
Who can access the contract?	Access is initially sent to the main point of contact at your organization. To involve colleagues, forward the email notification. You are responsible for managing who within your organization receives this link. Access must be limited to individuals who are directly involved in this matter and who are subject to appropriate confidentiality requirements.
Can multiple people review the document?	Yes. Multiple team members can work on the downloaded file. However, please upload only one consolidated version to the portal to ensure version control.
3. Reviewing and Submitting Changes	
How do I propose edits?	• <u>Download</u>: Click the "Download" button in the portal to get the contract in Word format. • <u>Edit</u>: Make your changes and add comments directly in the Word document. • <u>Upload</u>: Use the "Upload" button to submit the revised version. You can also use "Add New File" for additional supporting documents. • <u>Submit</u>: Click "Submit." The Servier team will be notified automatically.
Are my changes visible?	Yes. Sirion tracks modifications (e.g., via color coding) so both parties can easily identify and review updates.

FAQ

Questions	Answers
4. Signature Process	
Is the contract signed in Sirion?	No. Servier uses DocuSign for electronic signature. You will receive a separate email from DocuSign containing the final version for signature.
What if I use a different e-signature platform (e.g. AdobeSign)?	In cases where a different e-signature platform (e.g. AdobeSign) is used, the signature process will be handled outside of Sirion and DocuSign.
What if a handwritten signature is needed?	In cases where a “wet ink” signature is required, the process will be handled manually outside of both Sirion and DocuSign.
How do I get the fully executed (signed) copy?	Once all parties have signed, DocuSign will email you the final PDF and the completion certificate. Please download and store these for your records.
5. Support & Resources	
Technical Issues	For platform assistance, please contact your business contact at Servier



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